



LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

MINUTES OF MONDAY 27th JUNE 2016

1. Apologies for Absence

Action

No apologies were received from Mr I Fugler or Mr J Kyle.

Present:

Ms A Kendrick (AK - Chair), Mrs F Ritson (FR), Mr M Brown (MB), Mrs J Dalglish (JD), Mrs F Stobbart (FS), Mrs M Alston (MA), Rev Dr R Allon-Smith (RAS) and Mrs T Mitchinson (Clerk).

2. Declaration of Interest in an Agenda Item

None declared.

3. Minutes of Meetings Held on Monday 25th April & Thursday 19th May 2016

The minutes from Monday 25th April and Thursday 19th May 2016 were both signed as a true and correct record.

4. a) Matters Arising from Monday 25th April 2016

Item 5 (April 2016) – Governing Body Membership

Mrs Ritson confirmed an advert for new Governors had been placed in the parish magazine with little response but did give details of a possible lead to Ms Kendrick to follow up. **AK**

Item 7 (April 2016) – Health, Safety, Buildings & Premises Committee

Mrs Dalglish has not been able to contact Contract Fencing regarding the issues with the drainage of school field and the deterioration of the garden beds installed only last year; this has though been added to the Health, Safety, Buildings and Premises Committee Maintenance Log.

The Tree Survey has been looked into and is not due until March 2017.

Clerk has sent the maintenance action plan to the Health, Safety, Buildings and Premises Committee and this is now in use.

Mrs Ritson has been in contact with the Diocese with regard to any grants etc. that may be available to help with the cost of the maintenance required on the roof above the kitchen and hallway and is currently following these up.

Item 10 (April 2016) – Acting Headteachers Report

The Educational Visits Policy (April 2016) is now on website and a signed copy in the master file at school.

Brampton Consortium Networking Meeting was held in school on Tuesday 7th June 2016 and was very well attended with over 50 Governors present from local schools; this has been a really good PR opportunity for the school and thanks were given to those Governors who attended.

Item 12 (April 2016) – Staffing the School After September

Ms Kendrick had spoken to David Salmon regarding support from County if we had decided not to appoint from the field of applicants and arrived in September without a new Headteacher: fortunately this was not needed.

Item 13 (April 2016) – Chairs Report

Ms Kendrick and Mrs Dagleish are still to produce a page for the SIP which relates to areas for improvement following Ofsted. **AK / JD**

Item 17 (April 2016) – Policy & Procedure Updates

The Kim Allan policies on Health & Safety and Child Protection and Safeguarding are still to be updated as previously discussed. **JD / Clerk**

b) Matters Arising from Thursday 19th May 2016

Item 2 (May 2016) – Ratify Decision of New Headteacher Appointment

The References for Mrs Dagleish have been received and accepted by the interview panel and Ms Kendrick has offered Mrs Dagleish the post of Headteacher to which she has accepted and will begin the post officially in September 2016.

A Letter has gone to all parents informing them of the good news.

c) Outstanding RAIL Actions

6th July 2015

A statement is still to be added to the Visitors Information Pack regarding the use of mobile phones and cameras by visitors to the school but it is thought that the VIP is too large and in-depth for a short term visitor to read so it is proposed the pack is condensed down into a single sheet handout. It was noted though that this statement is always printed on any literature when parents / visitors are present at school events. **JD**

7th October 2015

Ms Kendrick is still to cross check the list of policies against the Committee Terms of Reference as they are reduced in number. **AK**

Mrs Ritson is still to complete the monitoring visit for Nursery and EYFS Provision. **FR**

7th December 2015

The updated Attendance Policy (April 2016) has been brought to the parents attention by the Chair.

Mr Kyle is still to update his Business Interests. **JK**

29th February 2016

Effectiveness of Governing Body Review is to take place at the start of the next academic year. **AK**

Ms Kendrick has now written to parents updating them on the recruitment process for the new Headteacher and also to try and encourage parents to become involved on the Governing Body.

RAISE Online training session has still to be arranged; a date will be set during the Summer break and anyone who is able to and wants to attend can. **AK / FR**

Ms Kendrick is still working on Section 4 of the Induction Pack. **AK**

5. Governing Body Membership

No leads have been received from advertising the Co-opted vacancy on the SGOSS website but a possible lead came from the advert in the parish magazine; Ms Kendrick to follow this up. **AK**

Mr Fugler had indicated prior to this meeting that he intends to end his term of office early at the end of July 2016; the Clerk will seek the official notification from Mr Fugler. **Clerk**

Mr Kyle also, officially, ends his term of office in October 2016 leaving us with 2 Parent Governor vacancies; a decision was made to send out the letter of notification of the vacancies to parents inviting nominations for replacements in September 2016.

There has been possible interest shown in one of the Parent Governor vacancies; the Clerk is to clarify some details on this. **Clerk**

The Sub-Committee proforma was amended to fill in some of the vacancies in the short term; this will be revisited once we have some new Governors on board.

It was felt that the basic system introduced for the committee structure was working well although the timings should be adjusted to suit those attending more than one meeting; this will be taken into account when setting the dates for next years meetings.

6. Finance & Personnel Committee Report

The minutes from the meeting of 29th April and 16th June 2016 were available to all Governors prior to this meeting.

Mrs Dalgleish and Mrs Stobbart updated the meeting on the financial issues that have arisen since these meetings.

The 2 Part-Time Teachers that were appointed and had accepted the positions withdrew their acceptance of the post as they have received job offers elsewhere since accepting at Lees Hill; this is not good practice on their part and have been communicated with to this effect.

The good news though is that Miss Williamson has accepted a 0.6 job at Lees Hill and this will bring continuity and stability to the children.

Amanda Chew from County has been heavily involved in the annual return, the original deadline was missed this year due to other pressing commitments on Staff and Governors time but County were informed and understanding of this.

Mrs Stobbart and Mrs Lyons have spent a lot of time on the budget spreadsheets and returns and it has been discovered that the projected income for future years did not take full account of expected pupil numbers, the projected budget currently shows a deficit and, after staffing is confirmed in July 2016 this will need to be revised."

With this in mind the level of staffing has had to be recalculated and various options have been explored as to what is best for the school and children with a decision made to advertise a teaching post of 0.2 to be over 2 afternoons per week to work in with the devised timetable for 2016/17.

It was asked if this was an impact of the error made by William Howard School with the accounting. *It was thought not as the school has only spent that money on items/services that they would have been purchasing in next years budget anyway; it is more likely to be due to the error in miscalculating projected funding income for future years.*

The Governors were shown a draft timetable for 2016/17 and how the proposed staffing would work. In addition to this, Mrs Dagleish is happy to accept offers of help from parents.

Mrs Dagleish has also made enquiries about the services of a PE Coach to enhance the provision of PE teaching from Sports Premium Funding and this may also include an after school club for children; she is just waiting to hear back from them.

The proposal was accepted that we advertise for a vacancy of 0.2 over 2 afternoons per week in KS2. Mrs Stobbart will forward the advert to Mrs Mitchinson to place with County. It was also proposed that the Governors contribute towards the cost of the job adverts for staff recruitment at the school; this was agreed and invoices are to be passed to the Clerk for payment.

**FS /
Clerk**

Clerk

Thanks were given to Mrs Dagleish, Mrs Stobbart and Mrs Lyons for all their work on the budget.

It was asked if our status as a targeted school could help us access more help from County with finance matters. *Mrs Dagleish will enquire about this.*

JD

The Governors were informed that the school would be going with Capita for accountancy, HR and payroll services as from September 2016.

Projected balance carry forward for the year at present is £2,261.83.

Governors account balance as of 24th June 2016 is £5,336.29 of which £1,000 is earmarked for replacement windows in the School House.

7. Health, Safety, Buildings & Premises Committee

Minutes from the meeting of the Health, Safety, Buildings and Premises Committee meeting of 16th June and the Maintenance Repair Log were available to all Governors.

It was already noted that the Tree Survey is not required until March 2017 but we are in contact with a Tree Surgeon who is on hand to help out if needs be before then.

World Group have visited school to quote on the roof repairs and other maintenance jobs that have been flagged up, a second quote is still needed but Mrs Ritson has this in hand. **FR**

Mr Fern has been and tended to the Ivy at the School House, thanks were expressed. There is some further work required; Ms Kendrick to liaise with Mr Fern. **AK**

Rodney Hind, Drainage Specialist, has been to look at the Septic Tank which is not working properly but investigative works will be required, an estimate of £500 has been received and this has been agreed by the Governors but should the works be bigger than expected then a further quote will be sought before work commences. The Governors will pick up the cost for this.

The Parish Council have confirmed that the field drains have been cleaned recently and that the drainage issues may just be due to the amount of heavy rain we have experienced or even to do with the faulty septic tank; we will revisit this problem once the septic tank has been repaired.

Mrs Ritson reminded the meeting that the committee discussed adding a statement to the SIP to reference the committee. 'To secure the fabric and safety of the school and grounds so it is fit for purpose'. **JD**

The Parish Council are aware that they should be looking after the nature area and car park and will look to this in the coming months.

8. Pupil Progress and Discipline Committee

The minutes from the Pupil Progress and Discipline Committee meeting of 16th June 2016 were available to all prior to the meeting.

The demonstration of Abacus Maths was thought to be very informative and at the next meeting it is proposed to look at the children's books to tie this all in.

Rev Allon-Smith gave praise to Mrs Dalglish as he was very impressed by the way she handles the range of abilities throughout the school.

- Mr Brown left the meeting.

9. Chairs Report

Nothing to report.

10. Recruitment / Staffing

This has been covered under Item 5 – Finance and Personnel Committee.

11. Acting Headteachers Report

A written report was available to all Governors prior to the meeting, copy attached.

Mrs Dagleish went on to elaborate on a behaviour incident that was now fully resolved with all parties.

The reported staffing has now changed completely but the Governors were brought up to date with this under Item 5.

School Improvement Plan will be updated in September 2016 once the new staffing is in place and the new academic year has commenced, in the meantime all staff are working towards the current version. The Governors intend to view and make comments on the SIP at their next meeting in October 2016.

1 new pupil has started with a possible 3 others for the next academic year.

The school won the 'Scrapbook Competition' and 'School Display' at the Cumberland Show, they receive a school trip to Walby Farm Park and £50 cash as well as this being good PR for the school; Mrs Stobbart gave thanks to Mrs Ritson and Mrs Mitchinson for their help with this and Mrs Dagleish also thanked Mrs Stobbart.

12. Attendance

Summer Term 1 – 14 Gold (100%), 3 Silver (99%), 1 Bronze (97- 98%)

9 full time children did not receive an award as their attendance fell below 97%; this was due to unauthorised holidays, historically authorised holidays, medical appointments and illness.

13. Link Governor Report

Mrs Alston drew everyone's attention to the Diocese Summer Newsletter that had been circulated and asked everyone to complete the Safeguarding Training Log and return to the Clerk who will collate and a copy is to go in the Safeguarding File.

All

A reminder was also given for those who haven't already to consider completing the online Channel Awareness Training if they can,
[http://course.ncalt.com/Channel General Awareness](http://course.ncalt.com/Channel_General_Awareness)

And to remind everyone that online training is also available through our Modern Governor subscription, www.moderderrnagovernor.com

Guidance on how often Safeguarding training should be done was confirmed as Teachers - every 2 years and Governors - every 3 years.

14. Safeguarding Issues

No issues reported.

15. Governor Monitoring Reports

a) Nursery Provision

The monitoring visit is still to be completed with focus being on the outdoor provision available to pupils.

FR

16. Policy & Procedure Updates

No policies or procedures have been reviewed since the last meeting; Ms Kendrick to check which version of the review document is current.

AK

17. School Website

The new school website is now up and running and it looks amazing; some tweaks are still being made as they are spotted but overall the response from parents and the wider community is very positive.

Mrs Stobbart to update the Sports Funding and Pupil Premium statements.

FS

Log-ins are still to be created for the confidential Governor page.

FS

Ms Kendrick has suggested that at the end of year celebration day we invite parents and the community to make suggestions and comments on the website.

18. Email Correspondence Proforma

The Governors who were present at the meeting signed the declaration as to privacy of their preferred email account; the Clerk will hold the master copy and update as and when necessary.

19. Defibrillator

Ms Kendrick will speak to the Parish Council Clerk to remind them that they agreed to take over the testing of the Defibrillator in the summer holidays and to arrange handover. It was also resolved to ask them if they would consider arranging for some signs to be displayed in the area informing them of the Defib and where it is located.

AK

20. Governors Prizes

The staff have asked that the format of the Governors Prizes be changed this year and asked if we would consider purchasing some additional trophies for pupils' achievements that would be given out perpetually rather than the normal vouchers.

This was agreed by those present and the Clerk is to look into the cost before a decision is made on how many to purchase this year, suggestions for trophies were made but the staff will have the final say once costings have been done:

Clerk

- Art
- Maths
- Literature
- Embraced Christian Ethos
- Endeavour or Engaged in Learning

Trophies are already awarded for Sportsmanship and Services to School.

The traditional end of year assembly and church service will be amalgamated into a Celebration Day that staff plan to hold in Walton Village ending with the church service in Walton Church with the hopes of engaging all parents and the wider community.

21. Upcoming School Events *(Please feel free to attend where possible)*

Community Lunch – 1st Wednesday of the month, 12noon
Y6 Transition Day at William Howard – Monday 4th July
Y6 Transition Sports Day at William Howard – Thursday 7th July
Sports Day – Friday 8th July, 1.30pm
School Trip – Thursday 14th July
LIGHT Group Picnic, Lanercost – Friday 15th July
Work experience students from William Howard – w/c Monday 18th July
End of Year Service / Celebration Day – Wednesday 20th July
End of Term – Thursday 21st July

22. Date of Next Meeting(s)

Full Governing Body –
Wednesday 5th October 2016, 6.30pm at Lees Hill School

Health, Safety, Buildings and Premises Committee – To be confirmed

Pupil Progress & Discipline Committee – To be confirmed

Finance & Personnel Committee – To be confirmed